

North Smithfield Fire/Rescue Service, Inc.

Board of Directors Meeting

September 8, 2015

Called to order at 6:32 p.m.

Roll call of Voting Members:

Chairman: Paul Lefebvre

Vice-Chair: Kathleen Shatraw (absent)

Treasurer: Daniel O'Brien

Secretary: Brian VanHouwe

At-large: Pamela LaBarre (absent), Kenneth Thompson, Kenneth Peloquin

Non-voting member: Chief Joel Jillson

Secretary's Report:

Minutes of the July (no August) meeting as emailed, and Special meetings of 7/29 & 8/31, accepted with a motion by Mr. O'Brien, seconded by Mr. VanHouwe. The motion passed unanimously.

Financial Report: (see packet) explained by Mr. O'Brien including liabilities related to post- retirement health insurance required to be disclosed for financial reporting purposes as calculated by our Actuary. General questions from Mr. Peloquin answered. Motion to accept the Financial Report by Mr. Thompson, seconded by Mr. Peloquin. The motion passed unanimously.

Bills: (see attached) Mr. Thompson motioned to approve the payment of bills, seconded by Mr. VanHouwe. The motion passed unanimously.

Communications:

Referred to New Business

Fleet:

Chief Jillson: Ongoing Apparatus Committee (Deputy Round, Captain Callanan, Lt. Laforge) looking at new Engine which will probably take up to a year to come to fruition. The Fire Marshal's new car (\$31,900) placed in service today. Now brings the total number of vehicles this department owns to three. (Chief, Deputy, Fire Marshal).

Facilities:

Chief Jillson: Eliciting estimates on rubber roof at Station 1. Need Capital Expenditure funds for major projects that may surface—action needed soon through Town Council/Budget Committee.

Old Business:

- 1. Investment strategy/advise tabled until October meeting, following analysis of 1st quarter.**
- 2. Hiring process update and interviewers' paperwork distributed. Scheduled for 9/12/15.**

- 3. Admin. Assistant completed jury duty (see packet).**
- 4. Oil heat contract secured with State Bid company. (Superior Plus Energy)**

New Business:

Chief Jillson:

- 1. Complimented Administrative Assistant Rose Zariczny for the work accomplished in keeping track of and processing the retro-active pay, as well as her professionalism and expertise. Mr. Lefebvre asked if she is included for a raise in current contract. Chief Jillson replied that, traditionally, all civilian employees (dispatchers and she) receive the same raise percentages.**
- 2. Mr. Paul Shatraw's formal resignation letter included in packet. Ideas discussed on how to thank him and recognize his many years of service on the Board of Directors.**
- 3. Note from Mr. Bill Labarre (in packet) responding to the Board of Directors' thank you for his IT involvement.**
- 4. Promotional list attached for informational purposes. Mr. Lefebvre questioned rating. Chief Jillson explained: combination of test score and seniority.**

Personnel: Referred to Executive Session.

Motion by Mr. VanHouwe to move to Executive Session under RI General Laws 42-46-5(a)(2) at 7:30 p.m., seconded by Mr. O'Brien. Voted/Passed unanimously.

The next meeting is scheduled for the second Tuesday of the month, October 13th, 2015, 6:30 p.m.

Motion to adjourn at 7:36 p.m. by Mr. VanHouwe, 2nd by Mr. Thompson. All in favor.

Respectfully submitted,

(signed)

Rose Zariczny

(Note: any "attachments" can be viewed by request during normal business hours in the Office of the Chief, 1470 Providence Pike, North Smithfield, RI)